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From: Commanding Officer
To: Distribution

Subj: REVIEW OF THE NATIONAL DRIVER REGISTER (NDR) WHEN ISSUING MARINERS' CREDENTIALS

1. This policy letter provides guidance for the review of the NDR before an applicant may be issued either a license or merchant mariner's document with a new expiration date. In situations where a mariner's employment may be jeopardized, the position is non-safety sensitive (e.g. wait staff, entertainers, or other with no safety-related duties), **AND** the applicant states that he or she does not have a driving conviction, the credential may be issued before the NDR is reviewed. In **ALL** other situations, the NDR **MUST** be reviewed before the credential is issued.

2. To accomplish this review without creating undue burdens on applicants, Regional Examination Centers should:

- a. Submit the mariner's name to the National Maritime Center (NMC), Marine Personnel Branch (NMC-4A) at the earliest possible moment in the application and evaluation processes, after the mariner signs a written release (CG-719B). This release may be signed even though the mariner has not fully completed all the steps necessary for a completed application;
- b. Not issue a credential based on a mailed-in application until the NDR is reviewed; and,
- c. Not issue a renewed credential to a mariner in an over-the-counter transaction until the NDR has been reviewed. If the expiring credential is still valid, it may be returned to the mariner to permit continued employment while the application is being processed and the NDR reviewed.

RECs should notify maritime training institutions, the maritime industry, mariner's professional organizations, unions, and any other interested groups in their areas of these changes.

2. These changes are necessary as a result of a review of the processes by which mariners qualify for issuance of a credential by the Office of Chief Counsel. In general, the Chief Council held that the law requires the Coast Guard to review the NDR prior to the issuance of a credential to ensure that we identify vessel personnel with motor vehicle offenses related to the use of alcohol and drugs.

3. The NMC is working to speed the NDR-review process. Many of the initial difficulties experienced when the NDR regulations were first published have been overcome. One of the highest priorities for improvements to the Mariner Licensing and Documentation System is to further improve the NDR reviewing process.

W. C. Bennett
W.C. BENNETT
By direction

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